

# Washington County

## Job Description



<b>Title:</b>	Special Purpose Investigator		
<b>Division:</b>	Patrol/Investigations	<b>Effective Date:</b>	07/19
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	07/19
<b>Career Service:</b>	Eligible	<b>FLSA:</b>	Eligible

### GENERAL PURPOSE

The Special Purpose Investigator conducts: pre-employment background checks, criminal offense investigations within the Purgatory Correctional Facility, and internal investigations regarding possible Sheriff's Office employee policy violations. The individual will also assist in interviewing inmates, updating the Sex Offender Registry, conducting DNA collection, and other duties as requested by the Sergeant over Investigations.

### SUPERVISION RECEIVED

Works under the direct supervision of the Investigations Sergeant and general supervision of the Lieutenant, Chief Deputy, Undersheriff and Sheriff.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

Conducts background checks for potential employees and court cases. This includes gathering evidence, interviewing witnesses, locating witnesses, and preparing documentation in a presentable format.

Conducts internal affairs investigations related to possible Washington County Sheriff Policy violations. This includes interviewing Sheriff's Office employees, gathering evidence, and documenting evidence and conclusions in a detailed report.

Conducts criminal investigations of inmates in Purgatory Correctional Facility pertaining to violations of Utah Law. Writes reports, and collects evidence to support criminal charges when appropriate.

Other Duties Include: Assist the county attorney investigations division in interviewing inmates as needed; collect court-ordered DNA samples; Enter pertinent information and updates in to the Utah Sex Offender Registry database.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduate from high school, or GED; plus two (2) years of specialized training provided through professionally sponsored workshops, college courses or in-service;
  - AND
  - B. At least four years of general law enforcement investigations, and  
At least one year of Internal Affairs investigations, and  
At least one year of new applicant background investigations.
  - OR
  - C. An equivalent combination of training, education, and experience
2. Required Knowledge, Skills, and Abilities:

Working knowledge of criminal justice system; investigation and interviewing techniques; modern law enforcement principles, techniques, procedures and equipment related to crime scene investigation, control and preservation of evidence; applicable federal, state and county laws and ordinances and criminal codes; police operation techniques; due process requirements as

governed by the constitution; applicable department rules, regulations and standard operational procedures; police terminology and practices. Working knowledge of criminal psychology.

**Ability to** apply modern investigative principles, procedures, techniques, during investigations; demonstrate and interpret the criminal code related to offenses committed within the correctional facility and the elements of crimes; demonstrate problem solving capability; follow established safety practices and procedures while in the workplace; deal effectively and courteously with fellow officers and public; ability to communicate effectively, verbally and in writing; ability to act with tact and impartiality; ability to perform work requiring good physical condition.

3. Special Qualifications:

Must be at least 21 years of age.

Must be able to pass an extensive background investigation.

Must possess a valid Utah State Driver's License.

4. Work Environment:

Functions of the position are generally performed in a controlled environment. Some functions of the work pose a high degree of hazard and/or uncertainty. Must be able to stand for hours at a time. Various levels of mental application required, e.g., must be able to perform under stress, memory for details, emotional stability, discriminating thinking, creative problem solving and continuous use of motor skills.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)